

# BOARD OF SUPERVISORS

## Brown County



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### EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Bernie Erickson, Tom Lund

Patrick Evans, Tom De Wane, Jesse Brunette

### EXECUTIVE COMMITTEE

Monday, November 1, 2010

6:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

**\*\*Please Bring Budget Book\*\***  
**(Combined Regular & Budget Meeting)**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of October 11, 2010.

### Communications

1. Communication from Supervisor Theisen: That the Brown County Board adopt a resolution to the U.S. Senate and House of Representatives objecting to a Federal regulation which will require wasting over \$1.7 million building the Renard Island Causeway and to recommend putting the project on hold until this issue is resolved. *Referred from October County Board.*
2. Communication from Supervisor Scray re: RFP for our mail service for competitive bids. *Referred from October County Board.*
3. Communication from Supervisor Scray re: Re-Introduce voluntary furlough program for all employees. *Referred from October County Board.*
4. Communication from Supervisor Scray re: Increase time positions are held open once vacated to 6 months. *Referred from October County Board.*

### Legal Bills

5. Review and Possible Action on Legal Bills to be paid.

### Reports

6. County Executive
  - a. Budget Status Financial Report for September, 2010.
7. Internal Auditor Report
  - a. Budget Status Financial Report for September, 2010.
  - b. Other.
8. Labor Negotiator Report
9. Board Attorney Report
  - a. A closed session pursuant to Wis. Stats. § 19.85(1)(g) to confer with legal counsel concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved.

### Vacant Budgeted Positions (Request to Fill)

10. Human Services – Clerk II (vacated 10/25/2010).
11. Human Services – COTA Nursing Home & Acute Hospital (vacated 10/15/2010).
12. Human Services – Economic Support Supervisor (vacated 10/01/2010).

**Resolution, Ordinances**

13. Resolution re: Voluntary Furlough of Non-Salaried Brown County Employees.
14. Resolution re: Administrative Compensation Plan.
15. Ordinance re: To Amend Section 4.52 of the Brown County Code Entitled "Overtime and Compensatory Time.

**BUDGET REVIEW****Non-divisional Budgets**

16. County Executive – Review of 2011 department budget.

**Non-divisional Budgets**

17. Board of Supervisors - Review of 2011 department budget.

**Resolutions, Ordinances**

18. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Administration – Admin Committee)
19. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Facility & Park Management – Admin Committee).
20. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Human Resources – Admin Committee).
21. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Facility & Park Management – Ed & Rec Committee)
22. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Museum – Ed & Rec Committee)
23. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(NEW Zoo – Ed & Rec Committee)
24. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Board of Supervisors – Executive Committee)
25. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Aging & Disability Resource Center – Human Services Committee)
26. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Health Department – Human Services Committee)
27. Resolution re: Approving new or Deleted Positions during the 2011 Budget Process.  
(Human Services – Human Services Committee)
28. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Veterans' Services – Human Services Committee)
29. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Land and Water Conservation Department – Land Con Subcommittee)
30. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Highway Department – PD&T Committee)
31. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(Port and Solid Waste Department – PD&T Committee)
32. Resolution re: Approving New or Deleted Positions during the 2011 Budget Process.  
(UW Extension – PD&T Committee)
33. Such other matters as authorized by law.

Mary Scray, Chair

**Attachments**

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/exec/October\_2010.doc

## PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Wednesday, October 11, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Mary Scray, Chair, Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima  
**Also Present:** Fred Mohr, Debbie Klarkowski, Sara Perrizo, Ellen Sorenson, Brian Shoup, Lynn Stainbrook, Terry Watermolen, Darlene Marcelle, Sandy Juno, Doug Hartman, Rebecca Looney, Supervisors C. Andrews, V. Van Vonderen  
Other Interested Parties.

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- I. Call meeting to order.  
**The meeting was called to order Chair Mary Scray at 6:30 p.m.**
- II. Approve/modify agenda.  
**Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**
- III. Approve/modify minutes of September 8, 2010.  
**Motion made by Supervisor Brunette and seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

### Comments from Executive Committee Chair, Mary Scray

Executive Committee Chair Scray expressed the shock that she and other supervisors had felt upon review of the 2011 proposed budget. She stated that she, as well as many other board members have been reviewing the document to address any cuts that can be made so as to lessen the burden that this budget would put on constituents.

Chair Scray referenced a request that had been made to the departments of Brown County to submit possible cuts that could be made if needed. She articulated that this was meant to be of benefit to them at a time when changes to the budget must be made.

### Communications

1. Communication from Supervisor Erickson re: Establish a percent or flat fee for Industrial Development Revenue Bonds. *Referred from September County Board.*

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to refer to Internal Auditor Sara Perrizo to establish a fee schedule. Vote taken. MOTION CARRIED UNANIMOUSLY.**

### Capitol Improvement Plan

2. 2011 Capitol Improvement Plan (noted under Resolutions & Ordinances Item #18).  
Committee Chair Mary Scray stated that she had added this item to the agenda to receive comments on the 2011 Capitol Improvement Plan as it had been brought before the standing committees. She went on to say that it was her understanding that in essence, this document presented the spending of monies that had not yet been fully discussed. One item in the plan that had been brought to her attention by Supervisor Lund was the addition of new pods planned for the Brown County Jail. She explained that it was her understanding that this project had been put off for a couple of years.

Director of Administration explained that the Improvement Plan is only a planning document. It does not lock the County into expenditure. Rather, it is meant to be a list of what department heads are identifying as future projects. Any of the items and timeframes can be

modified by the committees. These projects would come before committees again at the time that it would be requested that they be built into the budget.

Supervisor Evans commented that he felt the planning document to be a useful tool and reiterated that it can be amended at any time. Supervisor Lund commented that while he also sees the benefit of this, he felt that there should be justifications for the projects included as these would be required when they were eventually presented for the budget. He felt that it was irresponsible to vote to keep in mind developments that were not clearly explained.

Supervisor Lund stated that he would like the projects that add up to more than \$35,000,000 to be removed from the plan due to the lack of reasoning presented. He referenced the fact that projects such as additional pods being added to the correctional facility were being planned in consideration of the fact that the jail population may rise. Recently, existing pods have been closed as the number of inmates has decreased. Supervisor Lund felt that with additional options for these services such as electric in-home monitoring, Huber and Drug Court, it would not be advisable to support the planning of this. He stated that the option of sending inmates to other facilities would also be much less expensive than adding the pods.

Committee Vice Chair Guy Zima reiterated the purpose that this document is to make the committees aware of future project spending that may be requested and the plan may be amended. He was in support of this forecasting tool and clarified that no bonding was being voted on at this time. Supervisor Evans suggested that it would be advisable to request a formal explanation regarding proposed development that committees wish to remove from the plan to avoid hasty deletions.

Committee Chair Scray inquired as to when the committees would have additional chances to remove projects from the plan in case of change. Also, she explained that she was concerned that if this was presented in future years so close to budget time discussion regarding projects being bonded for would be rushed. Sorensen answered that this would most likely come before the committees before budget time. She went on to say that this had not happened this year as it is a new procedure and the process would need to be modified to meet the timeframes for the 2011 budget.

Scray commented that her disagreements with the plan were due to the fact that the projects were not for keeping up existing infrastructure. Rather, they are new, non mandated developments.

Sorenson iterated that she would be speaking to the board regarding a potential enabling resolution. She explained that this is something that most counties due based on their Capital Improvement projects in the event that the state would limit spending. This would, in effect, grandfather the project in.

County Executive Tom Hinz commented that this plan gives future notice of possible projects and would aid in finding alternatives to these.

Library Director Lynn Stainbrook provided a document explaining Library projects included in the Capital Improvement plan.

***Motion made by Supervisor Zima and seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

### **Legal Bills**

#### **3. Review and Possible Action on Legal Bills to be paid.**

Legal bills for County Board Attorney are paid in increments. The amount of \$1,209 that is currently due is for the month of September.

Supervisor Lund directed a question regarding the Fox River Clean-Up to Executive Hinz. He inquired as to when this would be concluded as it is an expense to the county. Hinz reported

that recently there has been discussion regarding concluding this project.

***Motion made by Supervisor Zima and seconded by Supervisor Erickson to adopt. Vote taken. MOTION CARRIED UNANIMOUSLY.***

**Reports**

**4. County Executive Report.**

County Executive Hinz shared that Friday, October 8, 2010 the first Drug Court graduation was held.

**a) Budget Status Financial Report for August, 2010.**

The Office of the County Executive is currently \$8500 under budget and Hinz reported that this amount should increase as the year goes on.

***Motion made by Supervisor Zima and seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

**5. Internal Auditor Report.**

**a) Budget Status Financial Report for August, 2010.**

***Motion made by Supervisor Lund and seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

**b) Brown County Highway Department Internal Controls Audit.**

Internal Auditor Sara Perrizo reported that there were not very many recommendations that needed to be made to the Highway Department in regard to the findings of the audit. Results of the Highway Department Internal Controls audit were included with the agenda information for this meeting.

***Motion made by Supervisor Erickson and seconded by Supervisor Brunette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

**c) 2011 Budget Review Analysis and Potential Budget Solutions.**

The week prior to this meeting of the Executive Committee, County Board Chair Zima had approached Perrizo and requested that they meet with some of the staff to discuss some ideas to get the budget back to a more manageable levy. Chair Zima had received many negative comments from supervisors in regard to the proposed levy. If adopted as is, this would increase the tax rate by 6%. He explained that he felt that the Executive branch has the right to also bring their recommendations for how to alleviate this problem. Included in this discussion were Debbie Klarkowski, Human Resources Manager; Carolyn Maricque, Finance Director; Executive Hinz; Budget and Project Analyst, Andrea Konrath; Director of Administration, Ellen Sorensen; and Board Attorney Fred Mohr.

In the event that all the suggestions compiled by this group were to be adopted by the various standing committees, the proposed levy would be reduced by \$17,398 over the 2010 adopted levy. The list of these suggestions has been attached to this document.

Zima stressed how amenable the working relationship between the County Board Staff and the Administration Staff had been regarding these discussions. He went on to say the Executive Hinz had also compiled a list of suggestions to present. Zima iterated that these lists are for discussion purposes only and each standing committee has the right to recommend to the County Board what they feel is appropriate. This matter will be addressed in the November 8, 2010 County Board Budget meeting.

Zima explained that in spite of decreased spending in 2010 there was still an increase in the levy brought on by a decrease in equalized value. He went on to say that the budgeted figures are based on 2009 and he hopes that the figures for 2010 will aid in a

better turnout in the future. It is the hope that a solution is found to lessen the burden on tax payers and that in coming years this situation will improve.

List of Budget Solutions Ideas (As discussed on 10/7/10)

1. Reduce overall health insurance premium increase from 20% to 15%.  
A 20% increase in health insurance has been included in the 2011 proposed budget because this is self funded by the County and because of large claims. It had been projected that there would be a \$3.6 million deficit for the insurance fund. Since that number was calculated, the trends have changed and are going in an upwards direction as far as fund balance. With this in mind it is not felt that this deficit would occur and that it may be appropriate to increase premiums by 15% rather than the planned 20%. This would save the county about \$112,000.

This reduction would result in smaller charges for health insurance to each of the department budgets. Employee premiums would also have a smaller increase.

2. Public Safety Communications – eliminate 1.0 FTE telecommunications operator.  
The agreement between Brown County and Ashwaubenon Public Safety states that the county would hire up to 6.5 telecommunication positions. It was the consensus that only 5.5 positions would be necessary. Eliminating this would save the county \$63,000.
3. Sheriff's Department – eliminate 1.0 FTE TRO Clerk.  
Sheriff Kocken is in agreement that this work can be done by a Corrections Officer saving the county \$53,000.
4. Outsource housekeeping services.  
There had been a study regarding the outsourcing of housekeeping services. The bid amount that had been found for this projected a savings of \$242,000. As these services are currently being rendered utilizing union employees, the effects of outsourcing would need to be bargained. Board Attorney Fred Mohr specified that the amount listed would be saved the first year and every year after. He also explained that this would be similar to what was done regarding outsourcing of transportation services for the Sheriff's Department and the outsourcing of food services for the Correctional Institution.

The county has previously contracted out these services; however, the former County Executive Carol Kelso was concerned about security. Due to this concern, housekeeping services were brought back in-house.

Supervisor Evans expressed reservations regarding the outsourcing of services at the Community Treatment Center. Perrizo explained that these concerns had been addressed in their meeting. This contract would be bonded which would result in repercussions for the service should anything improper happen. Vice Chair Zima reiterated that these are merely suggestions and do not necessarily need to be accepted.

5. Replace Human Services vehicles with old Sheriff's Department vehicles.  
\$66,000 had been budgeted for new vehicles. There are eight Sheriff's Department vehicles that are being retired and the county will only receive \$3,000 a piece for these on trade-in. It was suggested that it made be prudent to utilize these rather than purchasing new automobiles.
6. Spending Freeze- require departments to maintain 50% of savings achieved through 8/31/10.  
As of August 31, 2010 there is about \$2.1 million in savings as the departments have managed to run under budget. If department heads are required to reserve 50% of

that savings through December 31, 2010 it would equal \$1 million that would be carried over to 2011.

7. Subsidy from undesignated general fund

It was initially discussed that this amount be utilized to pay for the Capital Outlay Budget in the Highway Department; however, there is plenty of Outlay should that be cut.

8. Reduce anticipated borrowing by \$3,200,000 (\$600,000 library, \$2,000,000 radio interoperability and \$600,000 voting machines).

These would be expenses that could be put off until a later date. County Board Attorney Fred Mohr explained that utilizing Eminent Domain, land will be acquired on which to place the towers for the radio interoperability project. The process for this will take quite a while to complete. Rather than bonding the entire cost in 2011 the portion for the acquisition of land can be held off and this should not delay the project.

The Library Board has not yet completed their study regarding improvements and no decision has been made on the extent to which model they would like to choose for the remodel of the facility. The suggested designs that had been proposed previously had amounted to a \$10 million expense. Currently there is a stipulation in the bonding that calls for \$600,000 each year for two years to be budgeted. This amount had been based on what was spent on the Community Treatment Center Construction which had been over \$20 million dollars. It was felt that the amount budgeted for was much higher than what would be needed as generally for this type of project as generally it is about 6% of the cost.

Parts to repair voting machines must be taken from other registered machines. It was felt that these could be acquired and that purchasing new voting machines would not be necessary at this time.

9. Increase in budgeted turnover savings.

Monies could be saved by keeping positions that open up unfilled for a longer period of time. The suggested hold would be 6 months. Supervisor Lund inquired as to the current savings for the year 2010 for this. Perrizo confirmed that the budgeted goal for this had been reached. This includes mandatory furlough days.

Furlough days for 2011 have not been built into the proposed budget.

10. Decrease in overtime by 10% in all departments.

The enforcement feasibility of this suggestion had been called into question. Perrizo explained that with the new financial system, there is a notification when a department has gone over budget and a manual override is necessary which requires prior approval. Supervisor Lund commented that he believes the only department that should utilize overtime is the Sheriff's Department as they are maintaining public safety. At this time, no overtime hours have been budgeted for Administrative employees.

11. Replace Facilities vehicle with old Sheriff's Department vehicles.

See #5.

If all of the listed recommended changes were to be adopted, there would be a savings of \$3.26 million. This would show a decrease in levy of \$17,000 from the 2010 levy which would for a decrease in the mill rate of 18 cents. Because of the Equalized Value drop things can get confusing. There would still be zero levy dollar impact and the County would still be collecting the same amount of money.

In the event that this rate increases, or the growth rate of the municipalities goes up, they would have more of the Equalized value share and would pay a higher mill rate. This means that they would represent a higher portion of the levy. If there is no decrease or increase, they would represent a small portion. This is the reason no firm numbers can be given in regard to this.

At this time, County Executive Hinz came forward and reported that he had reviewed this list and held a meeting regarding it. In this meeting were Debbie Klarkowski, Human Resources Manager; Carolyn Maricque, Finance Director; Ellen Sorensen, Director of Administration and Andrea Konrath, Budget and Project Analyst. This group also put together a list of potential solutions that was presented by Executive Hinz.

The subject of the outsourcing of housekeeping services was again discussed. Board Attorney Mohr stated that he believed that the process for implementing this could be complete by April 2011. The current housekeep staff will have an opportunity to match the amount an outsourced staff would cost.

Executive Hinz informed that the County will be receiving increased revenue for Computer Aid of \$188,000 from the state and increased revenue for General Transportation Aid of \$178,000.

Zima suggested condensing the two lists to one that would yield the highest amount of savings. It was decided that forwarding both lists would be more appropriate. It was also requested that narratives be added to the lists regarding the purpose and reasoning behind these.

***Motion made by Supervisor Evans and seconded by Supervisor Lund to forward to all standing committees, lists of budget solutions presented to the Executive Committee on October 11, 2010 by the County Board staff and the Administrative staff with requested narrative. Vote taken. MOTION CARRIED UNANIMOUSLY.***

d) **Update on Budget Review Analysis and Potential Budget Solutions.**

Internal Auditor will be compiling a spreadsheet that will enable the Board to calculate instantly what savings would be during the budget meeting.

***Motion made by Supervisor De Wane and seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

e) **Other.** - None

6. **Labor Negotiator Report.**

Board Attorney Mohr gave the committee on negotiations with the AFSME units and specified what is still to be accomplished.

***Motion made by Supervisor Zima and seconded by Supervisor Lund to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

7. **Board Attorney Report.**

Attorney Mohr reported on resolutions to be voted on in this meeting regarding labor agreements. He stated that parameters for these have been set and that the settlements had been considerably less than projected.

***Motion made by Supervisor Lund and seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.***

**Vacant Budgeted Positions (Request to Fill)**

8. **Clerk Typist II – Clerk of Courts**



*Motion made by Supervisor Evans and seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.*

9. **Clerk Typist II – Facilities**

*Motion made by Supervisor Lund and seconded by Supervisor Zima to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.*

10. **Long Term Care Supervisor – Human Services**

This was made combining two fulltime positions into one. It will be fully funded by waiver dollars and will eventually be absorbed by Family Care.

*Motion made by Supervisor Evans and seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.*

11. **Senior Library Assistant – Library**

*Motion made by Supervisor Brunette and seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.*

12. **Acquisition Specialist – Library**

This position works with vendors and is responsible for the allocation of about \$900,000 in grants and gifts to purchasing resources for the various library facilities.

At this time it was requested of Human Resources Manager to include on future agendas, discussion of how long each open position could be held before filling in order to save funds.

*Motion made by Supervisor Zima and seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.*

13. **Museum Director – Museum**

*Motion made by Supervisor De Wane and seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.*

14. **Office Manager – Museum**

It was suggested that this position be held until open until a Museum Director was hired and could be included in the hiring of the Office Manager. Supervisor Brunette voiced concerns about this position being vacant as there are many responsibilities to be carried out.

*Motion made by Supervisor Lund and seconded by Supervisor Evans to hold for 60 days pending information from the Human Resources Department regarding the hiring of a Museum Director and a recommendation regarding the timeline in which the Office Manager I position at the Museum should be filled. Vote taken. Ayes: 6 (De Wane, Erickson, Evans, Lund, Scray, Zima). Nays: 1 (Brunette).*

15. **Assistant Zookeeper – NEW Zoo**

*Motion made by Supervisor Erickson and seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.*

**Resolution, Ordinances**

16.

**Resolution re: Amending Policy on Budgetary Transfers from the General Fund.**

County Board Chair Zima reported that based on the advice provided from the external auditor, the amount transferred from the general fund could be lowered. It was suggested that this amount be reduced from 20% to 15%. He asked that this be changed to a range making it possible for the Board to be able to keep this policy in place without amendment in coming years.

*Motion made by Supervisor Zima and seconded by Supervisor Lund to to amend the Resolution in the second Whereas clause from 10 percent to 13-17 percent and amend Paragraph 2 of the Therefore clause from 10 percent to 13-17 percent. Vote taken. MOTION CARRIED UNANIMOUSLY.*

17. Resolution re: The Sale of Pamperin Park Land to WisDOT for Planned Expansion of Hwy 29.

Doug Hartman, Assistant Park Director, reported that the independent appraisal done by the County regarding this is due by October 15, 2010.

*Motion made by Supervisor Zima and seconded by Supervisor Lund to approve. Vote taken. Ayes; 5 (Brunette, Erickson, Lund, Scray, Zima). Abstain; 2 (Evans, De Wane).*

18. Review and possible action re: Resolution re: Adopting Brown County's 2011 Five-Year Capital Improvement Plan.

Concern regarding the planning of additional pods being added to the Jail was voiced by Supervisor Lund. It was suggested that the projected implementation dates for these could be adjusted.

*Motion made by Supervisor Brunette and seconded by Supervisor Lund to eliminate the 2013 jail pod from the plan. Vote taken. MOTION CARRIED UNANIMOUSLY.*

19. Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Austin Straubel International Airport Employees.

20. Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Highway Department Employees.

21. Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Human Services Para-Professional Employees.

22. Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Neville Public Museum Employees.

*Motion made by Supervisor De Wane and seconded by Supervisor Lund to suspend the rules to take items #19, #20, #21 and #22 together. Vote taken. MOTION CARRIED UNANIMOUSLY.*

*Motion made by Supervisor De Wane and seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.*

Other

23. Such other matters as authorized by law. – None.

Adjourn

*Motion made by Supervisor De Wane and seconded by Supervisor Brunette to adjourn at 9:00 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.*

Respectfully submitted,

Anna R. Meert  
Recording Secretary

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE				
FOR NOVEMBER 1, 2010 MEETING FOR APPROVAL AND PAYMENT				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Atty. Frederick Mohr	2647-OM 4837	9/30/2010	\$ 1,599.00	Correction Officers, Bilgo, Sheriff's Dept. (Van Lanen), Electricians, Telecommunicators, AFSCME
Michael, Best & Friedrich LLP	1123957	10/14/2010	\$ 530.68	Fox River Cleanup - Insurance
	1123958	10/14/2010	\$ 8,929.45	API & NCR v. George A. Whiting, et al
		Total ---	\$ 11,059.13	

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

**RECEIVED** Tel: (920) 437-5441 Fax: (920) 437-5443

OCT 05 2010

Human Resources

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

Page: 1  
September 30, 2010  
Account No: 2647M

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Correction Officers	\$829.50
Bilgo	\$0.00
Sheriff's Dept.. (Van Lanen)	\$468.00
Electricians	\$0.00
Telecommunicators	\$234.00
AFSCME	\$1,306.50
	<hr/>
	\$2,838.00
	<hr/>

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

Page: 1  
September 30, 2010  
Account No: 2647-0M  
Statement No: 4837

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Correction Officers

Previous Balance		\$732.00
	Hours	
Telephone Conference with Kirchman	0.20	39.00
Telephone Conference with Arbitrator	0.20	39.00
Letter to Paula	0.20	39.00
Attention to Letter from Paula	0.20	39.00
Telephone Conference with Arbitrator	0.20	39.00
Preparation for Arbitration	1.50	292.50
Letter to Kirchman	0.20	39.00
Telephone Conference with Kirchman	0.20	39.00
Letter to Arbitrator	0.20	39.00
For Current Services Rendered	3.10	604.50
Total Current Work		604.50
09/03/10 Less Payment Received		-234.00
10/01/10 Less Payment Received		-273.00
Payments thru 09/30/10		-507.00
Balance Due		<u><u>\$829.50</u></u>

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

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BROWN COUNTY HUMAN RESOURCES

September 30, 2010

Account No: 2647-3M

Statement No: 4837

Bilgo

Previous Balance \$5,703.50

09/03/10 Less Payment Received -2,778.50

10/01/10 Less Payment Received -2,925.00

Payments thru 09/30/10 -5,703.50

Balance Due \$0.00

Account No: 2647-4M

Statement No: 4837

Sheriff's Dept. (Van Lanen)

Previous Balance \$3,705.00

09/03/10 Less Payment Received -1,326.00

10/01/10 Less Payment Received -1,911.00

Payments thru 09/30/10 -3,237.00

Balance Due \$468.00

Account No: 2647-6M

Statement No: 4837

Electricians

Previous Balance \$39.00

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

Page: 3

BROWN COUNTY HUMAN RESOURCES

September 30, 2010

Account No: 2647-6M

Statement No: 4837

Electricians

09/03/10 Less Payment Received

-39.00

Balance Due

\$0.00

Account No: 2647-8M

Statement No: 4837

Telecommunicators

Previous Balance

\$195.00

Review of Schimmel Decisions

Hours 0.40 78.00

Letter to Debbie

0.20 39.00

Letter to Debbie

0.20 39.00

For Current Services Rendered

0.80 156.00

Total Current Work

156.00

10/01/10 Less Payment Received

-117.00

Balance Due

\$234.00

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

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BROWN COUNTY HUMAN RESOURCES

September 30, 2010

Account No: 2647-9M

Statement No: 4837

AFSCME

Previous Balance		\$1,540.50
	Hours	
Telephone Conference with Debbie	0.20	39.00
Review of Medical Comparisons	0.30	58.50
Review of CPI Data	0.50	97.50
Attention to Letter from Debbie	0.20	39.00
Telephone Conference with Don	0.20	39.00
Attention to Letter from Debbie	0.20	39.00
Study and Analysis of Comparables	1.00	195.00
Attention to Letter from Debbie	0.20	39.00
Calculation of AFSCME Offer	1.50	292.50
For Current Services Rendered	4.30	838.50
Total Current Work		838.50
10/01/10 Less Payment Received		-1,072.50
Balance Due		<u>\$1,306.50</u>
Total Balance Due		<u>\$2,838.00</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.



# IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

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Telephone 608.257.3501

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John F. Luetscher  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

**CONFIDENTIAL**

Client: 018236

October 14, 2010  
Invoice No. 1123957

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1123957

For Professional services rendered through September 30, 2010, as follows:

**Matter: 018236-0042 Fox River Cleanup - Insurance**

9/7/10	A Wildeman	Review draft consent decree; draft cover email to insurers regarding same.	0.30	\$57.00
9/13/10	R Exum	Review file for update to insurance carriers.	0.40	\$56.00
9/15/10	R Exum	Draft update to insurers regarding consent decree.	0.70	\$98.00
9/16/10	R Exum	Revise letter to insurers per DACrass comments; process invoice.	0.30	\$42.00
9/20/10	R Exum	Update invoice payment log with recent invoice information; follow up and review information regarding insurer payment and update payment log.	1.00	\$140.00
9/20/10	A Wildeman	Conference with MBF Accounting and RVEsum regarding paperwork management for receipt and disbursement of insurance payments for defense of Brown County; telephone conference with Brown County Administrator regarding same.	0.40	\$76.00
9/29/10	A Wildeman	Forward to insurers the final Consent Decree to be executed by Brown County and lodged with the Court on the Fox River disposal case.	0.10	\$19.00
9/30/10	A Wildeman	Place follow-up telephone calls to Brown County insurers regarding payment of settlement in timely fashion; leave voicemails.	0.20	\$38.00

**Total Hours 3.40**

**Total Services \$526.00**

**Disbursements:**

**Postage 4.68**

**MICHAEL BEST**

& FRIEDRICH LLP

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

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Client: 018236

Page 2

October 14, 2010

Invoice No. 1123957

**Matter: 018236-0042 Fox River Cleanup - Insurance**

Disbursements Total \$4.68

**Total This Matter \$530.68**

Balance from previous statement \$1,127.00

Payments received (863.40)

Current Balance \$794.28

**MICHAEL BEST**

& FRIEDRICH LLP

IN ACCOUNT WITH

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Client: 018236

Page 3

October 14, 2010  
Invoice No. 1123957

**Matter: 018236-0042 Fox River Cleanup - Insurance**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
A Wildeman	Associate	1	\$190.00	\$190.00
R Exum	Paralegal	2.4	\$140.00	\$336.00
<b>Totals</b>		<b>3.40</b>		<b>\$526.00</b>

**MICHAEL BEST**  
& FRIEDRICH LLP

IN ACCOUNT WITH

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305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

October 14, 2010  
Invoice No. 1123958

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1123958

For Professional services rendered through September 30, 2010, as follows:

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

9/1/10	D Crass	Telephone conference with IAJPitz regarding results of summary judgment hearing.	0.20	\$85.00
9/1/10	I Pitz	Prepare for and attend hearing in Green Bay; travel to and from hearing; report to DACrass and Attorney Luetscher regarding same.	8.50	\$3,187.50
9/3/10	I Pitz	Review draft consent decree.	0.70	\$262.50
9/3/10	D Crass	Review draft proposed consent agreement; office conference with AJWildeman to provide assignment for review of same.	0.50	\$212.50
9/9/10	D Crass	Exchange email communication with counsel for City of Green Bay regarding scheduling of time to discuss consent decree.	0.20	\$85.00
9/9/10	A Wildeman	Begin reviewing draft consent decree provided by USDOJ regarding Fox River Site.	1.80	\$342.00
9/12/10	A Wildeman	Continue reviewing draft consent decree and prior consent decrees between United States, State of Wisconsin, City of DePere and Green Bay Metropolitan Sewerage District.	1.00	\$190.00
9/13/10	A Wildeman	Continue reviewing draft consent decree and prior consent decrees; draft summary email of material differences to DACrass and IAJPitz for their review.	1.60	\$304.00
9/15/10	I Pitz	Review consent decree and stipulation; return stipulation; review AJWildeman's comments on consent decree; prepare for discussion with co-counsel.	2.70	\$1,012.50
9/16/10	I Pitz	Telephone conference with Attorney Warpinski regarding consent decree; update DACrass regarding same; email correspondence with Attorney Oakes regarding same.	1.20	\$450.00
9/16/10	D Crass	Revise draft correspondence prepared by RVEsum.	0.20	\$85.00
9/16/10	A Wildeman	Participate in conference call with Attorney Warpinski and IAJPitz regarding draft consent decree.	0.30	\$57.00
9/20/10	I Pitz	Prepare for and attend conference call with Green Bay counsel and Department of Justice attorneys.	1.90	\$712.50

**MICHAEL BEST**

& FRIEDRICH LLP

## IN ACCOUNT WITH

**MICHAEL BEST**

&amp; FRIEDRICH LLP

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Client: 018236

Page 2

October 14, 2010

Invoice No. 1123958

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

9/26/10	D Crass	Review in detail revised consent decree; prepare comments to same regarding County's interest.	2.00	\$850.00
9/29/10	I Pitz	Discussions regarding Consent Decree with DACrass.	0.20	\$75.00
9/29/10	D Crass	Office conference with IAPitz regarding consent decree; provide instructions to AJWildeman regarding re contact with insurers for settlement proceeds; prepare for and participate in telephone conference with Attorney Luetscher regarding consent decree issues and settlement process.	1.90	\$807.50
9/29/10	A Wildeman	Participate in conference call with Attorney Luetscher regarding final consent decree and procedure for municipal payment of settlement amount.	0.40	\$76.00

Total Hours 25.30

Total Services \$8,794.00

## Disbursements:

09/01/2010	Photocopying	.45
09/01/2010	Travel, Lodging & Meals - Ian A.J. Pitz - Green Bay travel for hearing	135.00
09/09/2010	Client Refund - Refund for payment on invoice 1113070 (partial payment from ins. co.)	-3674.21
09/09/2010	Client Refund - Brown County - Refund for reimbursement from Insurance Company for partial payment on Invoice 1113070.	3674.21

Disbursements Total \$135.45**MICHAEL BEST**

&amp; FRIEDRICH LLP

IN ACCOUNT WITH



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Client: 018236

Page 3

October 14, 2010  
Invoice No. 1123958

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

Total This Matter	\$8,929.45
Balance from previous statement	\$7,819.80
Payments received	(5,666.42)
Current Balance	<u>\$11,082.83</u>



IN ACCOUNT WITH

**MICHAEL BEST**

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Client: 018236

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October 14, 2010

Invoice No. 1123958

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

**ATTORNEY BREAKDOWN**

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
A Wildeman	Associate	5.1	\$190.00	\$969.00
D Crass	Partner	5	\$425.00	\$2,125.00
I Pitz	Partner	15.2	\$375.00	\$5,700.00
<b>Totals</b>		<b>25.30</b>		<b>\$8,794.00</b>

**MICHAEL BEST**

& FRIEDRICH LLP

Brown County  
Executive

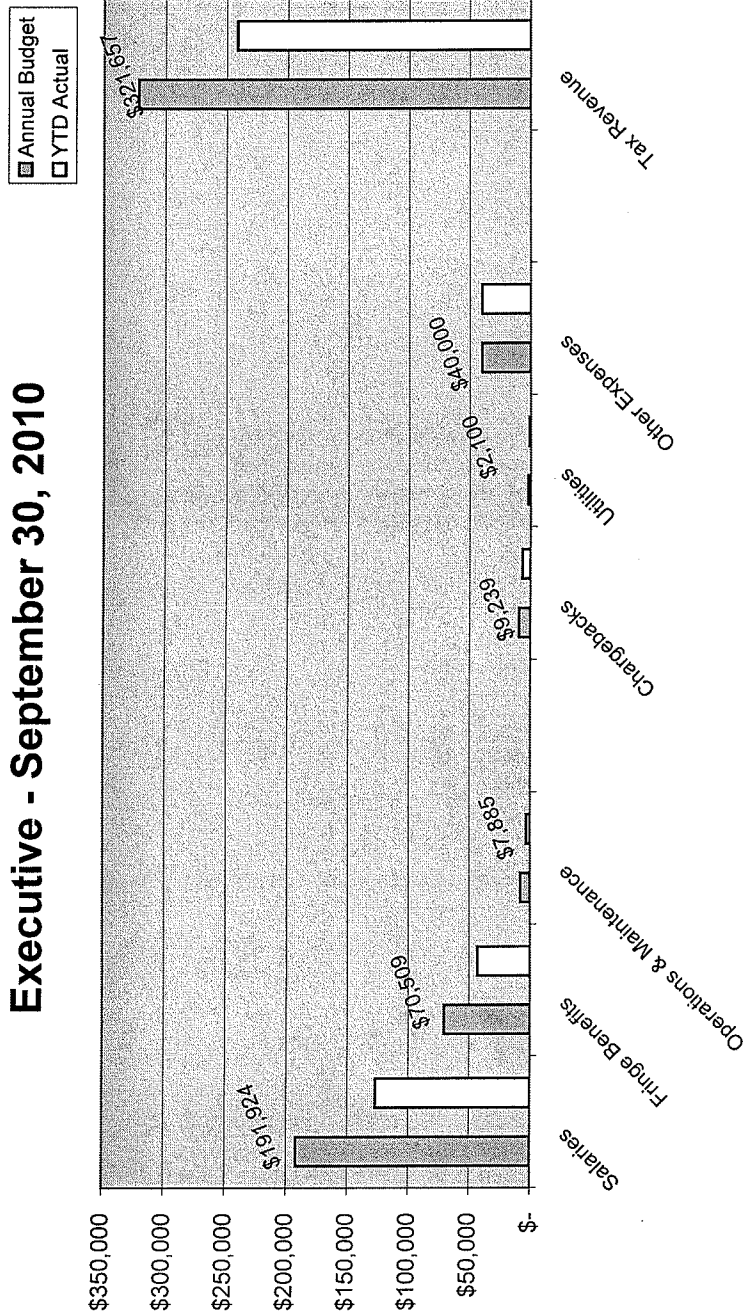
Budget Status Report

9/30/2010

HIGHLIGHTS:

	Annual Budget	YTD Actual
Salaries	\$ 191,924	\$ 126,716
Fringe Benefits	\$ 70,509	\$ 43,104
Operations & Maintenance	\$ 7,885	\$ 3,312
Chargebacks	\$ 9,239	\$ 6,570
Utilities	\$ 2,100	\$ 972
Other Expenses	\$ 40,000	\$ 40,000
Tax Revenue	\$ 321,657	\$ 241,243

Executive - September 30, 2010





PRODUCTION \*Brown Co\* PRODUCTION

# Executive Budget Report September 2010

Summary - through 9/30/2010  
Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
PTX - Property taxes	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$241,242.75	\$80,414.25	75%	\$346,714.00
TRF - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,841.00
Revenue Totals	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$241,242.75	\$80,414.25	75%	\$348,555.00
Expense									
PER - Personnel services	\$191,924.00	\$0.00	\$191,924.00	\$10,013.98	\$0.00	\$126,716.32	\$65,207.68	66%	\$202,735.34
FBT - Fringe benefits and taxes	\$70,509.00	\$0.00	\$70,509.00	\$3,796.36	\$0.00	\$43,104.25	\$27,404.75	61%	\$67,767.59
OPM - Operations and maintenance	\$7,885.00	\$0.00	\$7,885.00	\$71.04	\$0.00	\$3,312.41	\$4,572.59	42%	\$4,419.29
UTL - Utilities	\$2,100.00	\$0.00	\$2,100.00	\$10.05	\$0.00	\$972.15	\$1,127.85	46%	\$2,007.29
CHG - Chargebacks	\$9,239.00	\$0.00	\$9,239.00	\$766.04	\$0.00	\$6,569.69	\$2,669.31	71%	\$9,030.52
CON - Contracted services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
OTH - Other	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	100%	\$50,000.00
Revenue Totals:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$241,242.75	\$80,414.25	75%	\$348,555.00
Expenditure Totals:	\$321,657.00	\$0.00	\$321,657.00	\$14,657.47	\$0.00	\$220,674.82	\$100,982.18	69%	\$335,960.03
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$12,147.28	\$0.00	\$20,567.93	(\$20,567.93)		\$12,594.97

# Executive Budget Report September 2010

Summary - through 9/30/2010

Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$241,242.75	\$80,414.25	75%	\$348,555.00
Expenditure Grand Totals:	\$321,657.00	\$0.00	\$321,657.00	\$14,657.47	\$0.00	\$220,674.82	\$100,982.18	69%	\$335,960.03
Grand Totals:	\$0.00	\$0.00	\$0.00	\$12,147.28	\$0.00	\$20,567.93	(\$20,567.93)		\$12,594.97

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9/30/2010

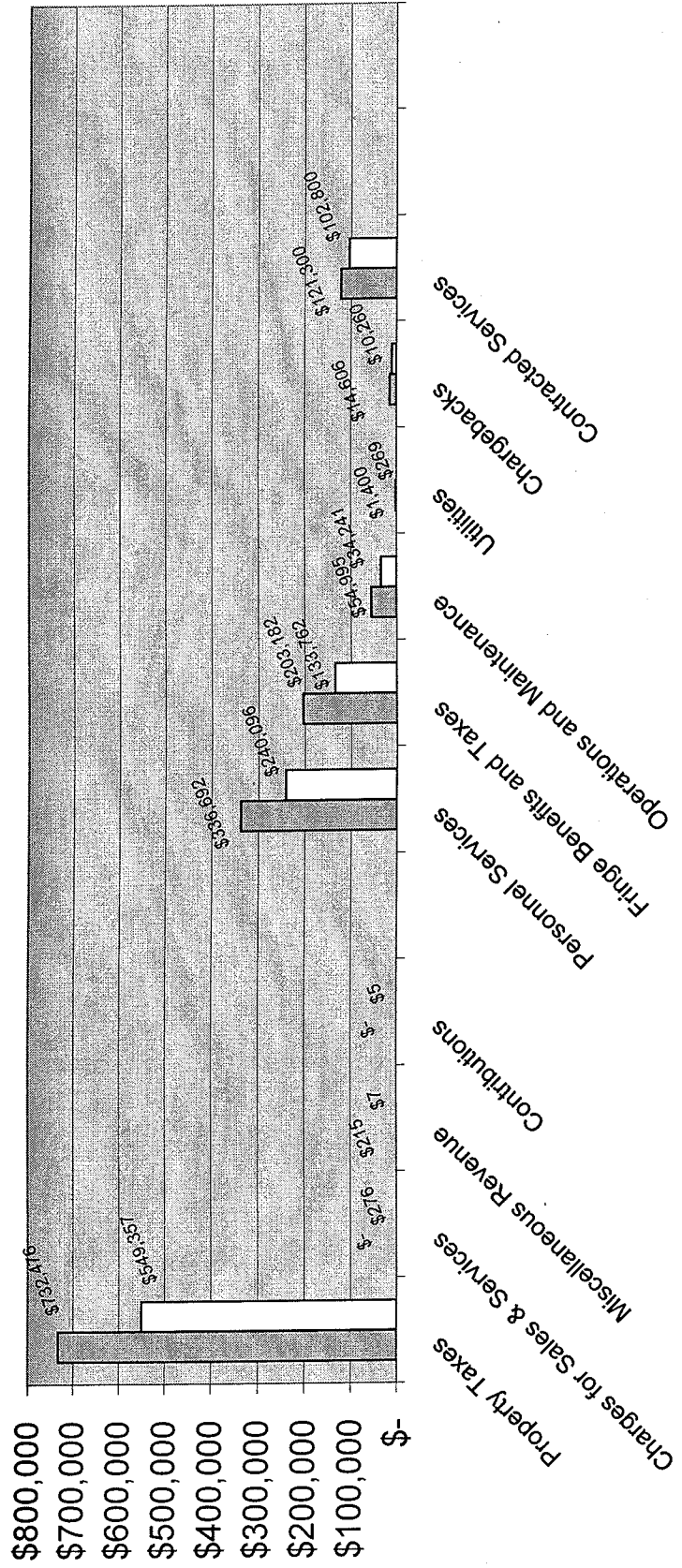
	Annual Budget	YTD Actual
Property Taxes	\$ 732,476	\$ 549,357
Charges for Sales & Services	\$ -	\$ 276
Miscellaneous Revenue	\$ 215	\$ 7
Contributions	\$ -	\$ 5
Personnel Services	\$ 336,692	\$ 240,096
Fringe Benefits and Taxes	\$ 203,182	\$ 133,762
Operations and Maintenance	\$ 54,995	\$ 34,241
Utilities	\$ 1,400	\$ 269
Chargebacks	\$ 14,606	\$ 10,260
Contracted Services	\$ 121,300	\$ 102,800

**Highlights:**

85% of the Contracted Services budget has been used due to payment for the 2009 External Audit which was completed in June.

## Board of Supervisors - September 30, 2010

■ Annual Budget  
□ YTD Actual



# September 2010 Budget Report - County Board

Summary - through 9/30/2010

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund: 100 GF									
Revenue									
PTX - Property taxes	\$732,476.00	\$0.00	\$732,476.00	\$61,039.67	\$0.00	\$549,357.03	\$183,118.97	75%	\$569,791.00
CSS - Charges for sales and services	\$0.00	\$0.00	\$0.00	\$76.55	\$0.00	\$275.96	(\$275.96)	+++	\$186.16
MRV - Miscellaneous revenue	\$215.00	\$0.00	\$215.00	\$0.00	\$0.00	\$7.11	\$207.89	3%	\$204.00
CTB - Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	(\$5.00)	+++	\$4.00
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$732,691.00	\$0.00	\$732,691.00	\$61,116.22	\$0.00	\$549,645.10	\$183,045.90	75%	\$569,185.16
Expense									
PER - Personnel services	\$336,692.00	\$0.00	\$336,692.00	\$25,916.16	\$0.00	\$240,096.07	\$96,595.93	71%	\$242,396.61
FBT - Fringe benefits and taxes	\$203,182.00	\$0.00	\$203,182.00	\$14,375.83	\$0.00	\$133,762.13	\$69,419.87	66%	\$122,667.26
OPM - Operations and maintenance	\$54,995.00	\$0.00	\$54,995.00	\$1,121.87	\$0.00	\$34,241.40	\$20,753.60	62%	\$36,667.11
UTL - Utilities	\$1,400.00	\$0.00	\$1,400.00	\$0.27	\$0.00	\$268.63	\$1,131.37	19%	\$941.35
CHG - Chargebacks	\$14,606.00	\$0.00	\$14,606.00	\$1,197.14	\$0.00	\$10,260.35	\$4,345.65	70%	\$9,931.68
CON - Contracted services	\$121,300.00	\$0.00	\$121,300.00	\$3,500.00	\$0.00	\$102,800.00	\$18,500.00	85%	\$97,100.00
Revenue Totals:	\$732,691.00	\$0.00	\$732,691.00	\$61,116.22	\$0.00	\$549,645.10	\$183,045.90	75%	\$569,185.16
Expenditure Totals:	\$732,175.00	\$0.00	\$732,175.00	\$46,111.27	\$0.00	\$521,428.58	\$210,746.42	71%	\$509,704.01
Fund Totals: GF	\$516.00	\$0.00	\$516.00	\$15,004.95	\$0.00	\$28,216.52	(\$27,700.52)		\$59,481.15

# September 2010 Budget Report - County Board

Summary - through 9/30/2010

Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$732,691.00	\$0.00	\$732,691.00	\$61,116.22	\$0.00	\$549,645.10	\$183,045.90	75%	\$569,185.16
Expenditure Grand Totals:	\$732,175.00	\$0.00	\$732,175.00	\$46,111.27	\$0.00	\$521,428.58	\$210,746.42	71%	\$509,704.01
Grand Totals:	\$516.00	\$0.00	\$516.00	\$15,004.95	\$0.00	\$28,216.52	(\$27,700.52)		\$59,481.15

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

November 1, 2010

**Departments for position approval process at Executive Committee:**

**Human Services – Clerk II (vacated 10/25/2010)**

**Human Services – COTA Nursing Home & Acute Hospital (vacated 10/15/2010)**

**Human Services – Economic Support Supervisor (vacated 10/01/2010)**

10.11.12

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

October 12, 2010

TO: Tom Hinz, County Executive  
Debbie Klarkowski, Human Resources Manager  
Ellen Sorensen, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator  
Brown County Human Services

SUBJECT: Request to fill vacancy – Clerk II

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs. All duties of this position directly relate to the state mandated healthcare programs, Medicaid and Badgercare Plus. This position is solely responsible for processing all Medicaid Transportation claims, Medicaid burials, and Medicaid Third Party Liability claims.

3. Describe job performance measurement for this position.

This Clerk II/Typist is responsible for processing Medicaid certifications, Medicaid claims for Third Party Liability, Medicaid Transportation reimbursements and Medicaid burials.

This position processes manual Medicaid certifications that cannot be done through the state system. This includes resolving certification errors, backdating Medicaid eligibility, coordinating insurance additions and deletions, updating amounts available to Nursing Homes, ending Medicaid eligibility and performing other manual Medicaid certifications as needed.

The Clerk II researches and evaluates information to determine the potential collection of Medicaid Third Party Liability claims. This includes assessing and evaluating information provided by Forward Health, medical providers, attorneys, state reports, court calendars and other sources. With these claims, this position requests payment information, computes claim related charges, initiates and maintains correspondence (contacts with attorneys, insurance companies, consumers and alleged tort feisor) and coordinates with the Victim Witness Program/District Attorney for restitution cases to ultimately recoup/recover Medicaid claims paid relating to injury, accident or death.



Turning  
Brown  
Green

In addition, this position processes Medicaid transportation expense requests for reimbursement for Economic Support consumers, volunteers through the Human Services Volunteer Coordinators, and Social Work staff at the CTC. This includes determining transportation eligibility for Medicaid, Katie Beckett and SSI recipients and fielding daily questions from internal and external consumers. This program requires processing of all related forms and verifications, ensuring authorizations are appropriate, and calculating monthly expense forms.

Processing Medicaid burials involves eligibility determinations to assure the recipient is entitled to have burial funds paid on their behalf. This is accomplished by coordinating with funeral homes, cemeteries and crematories; completing all necessary state forms; calculating benefits to determine eligible reimbursement totals; providing monthly data report to the state on all eligible recipients; and reconciling bi-annual reporting data with the state.

This position assists in various other areas - requests Medicaid profiles for determination of overpayments, assists economic support and payee services for voluntary payment requests, backs up the reception area, maintains and processes economic support fair hearing requests, and requests and maintains nursing home private pay daily rates.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

In our support services unit, we have eliminated 3 other clerk positions due to streamlining and finding efficiencies. Existing staff have absorbed the duties of these positions and are not in a position to take on any additional workload.

This Clerk II position is critical to the Economic Support area as it is the only position with these responsibilities related to state mandated program requirements (processing of Medicaid burials, third party liability claims and transportation reimbursements.)

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling the position. This is a budgeted position and will have no additional fiscal impact over what was budgeted for 2010.

Funding for this position comes from the Department of Health Services. In addition, incentives payments are received from the state on Medicaid third party liability claims, Medicaid transportation administration and voluntary repayments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

If this position is not filled, the impact will be felt not only by our consumers, but by funeral homes, crematories, cemeteries, social work units at the CTC and Community Programs units, Protective Payee Services, attorneys, insurance companies, District Attorney's office and others.

Due to current vacancies and the elimination of three Clerk I/II positions, primary duties of remaining clerical staff would be compromised creating an inability to cover any additional duties sufficiently.



## **THIRD PARTY LIABILITY / SUBROGATION:**

A TPL file is opened when Brown County Human Services is a subrogated party to any Public Assistance Benefits paid relating to an accident/injury/wrongful death involving a third party. Brown County will attempt to recover the benefits paid by Medicaid relating to the accident/injury.

### **How do I find out about possible cases?**

- Forward Health Reports:
  - DWD Workers Compensation Data Match Report
  - Accident Trauma Report
  - Casualty Related Documents
- Victim Witness Program / District Attorneys Office
- Juvenile Court Social Worker
- Phone calls from Attorneys
- Phone calls from clients
- ES worker referral

Note: Forward Health Reports. I am able to keep up with the Casualty Related Documents and Workers Compensation Report. These reports have a higher success rate for potential collection. I am not able to maintain the Accident Trauma Report. This is a very large report from the Hospitals sent to the State with any potential treatment at the hospital for accidents or injuries. Most of these do not end up to be actual TPL cases.

### **Current Case Load**

At this time I have 159 TPL/Subrogation cases currently open. The oldest file in my case load has a date of accident/injury in 1996. TPL cases can be processed and completed in a few months to several years. Some cases take years to wait for medical treatment to be completed and the court case to be settled. Every case is different.

### **Past Collections: ( County Agency keeps 15%)**

January 2009 - \$1,431.33  
February 2009 - \$846.95  
March 2009 - \$3,596.87  
April 2009 - \$2,327.03  
May 2009 - \$5,055.96  
June 2009 - \$132.04  
July 2009 - \$2,648.83  
August 2009 - \$4,589.38  
September 2009 - \$2,457.83  
October 2009 - \$17,245.85  
November 2009 - \$6,172.47  
December 2009 - \$47,722.25  
**2009 total = \$94,226.79**

January 2010 - \$12,113.49  
February 2010 - \$73.20  
March 2010 - \$2,752.44  
April 2010 - \$1,793.45  
May 2010 - \$806.05  
June 2010 - \$52,437.01  
July 2010 - \$23,403.59  
August 2010 - \$2,955.81  
September 2010 - \$2,555.97  
**2010 total = \$98,891.01**

**Burials:**

Brown County can receive up to 3 bills for a deceased person eligible for the Wisconsin Funeral and Cemetery Aids Program. Bills can come from a Funeral Home, Cemetery and Crematory. The county will field phone calls from potentially the Funeral Home, Cemetery, Crematory and family members of the deceased person regarding billing and eligibility questions. Many calls are for recipients of Medical Assistance that are not eligible for funeral/burial benefits under the program policy guidelines.

**Total # of Eligible County Burial Recipients**

January 2010 – 10

February 2010 – 7

March 2010 – 9

April 2010 – 7

May 2010 – 10

June 2010 – 4

July 2010 – 10

August 2010 – 8

September – 11

2009 – 78 Eligible County Burial Recipients

**Medical Assistance Transportation**

Total number of Medical Assistance Transportation miles calculated on a monthly basis averages around 25,000 miles each month. The County Agency can bill the State up to .02 cents per mile for administration costs. For the Volunteer Driver Transportation services the County Agency can bill the State up to .03 cents per mile for administration costs. The Finance Department keeps track of the mileage for the Medical Assistance Recipients, Volunteer Drivers and Social Workers.

Total number of open Medical Assistance Transportation Files is 282.

Phone calls from internal and external clients regarding eligibility, reimbursement rates and submission of forms and verification on a daily basis.

**2010 Fiscal Impact  
Clerk II 1.0 FTE**

<b><u>2010 Fiscal Impact:</u></b>	<b>Partial Fiscal Impact</b>	<b>09/01/2010 - 12/31/2010</b>
2010 Salary	\$	5,260.00
2010 Fringe Benefits	\$	<u>2,354.00</u>
	\$	<u><b>14,974.00</b></u>

<b><u>2011 Fiscal Impact:</u></b>	<b>2011</b>
2011 Salary	\$ 32,358.00
2011 Fringe Benefits *2009 settled contract rates	<u>\$ 18,581.00</u>
	<u><b>\$ 49,372.00</b></u>

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

October 12, 2010

TO: Tom Hinz, County Executive  
Debbie Klarkowski, Human Resources Manager  
Ellen Sorensen, Department of Administration

FROM: Paula Du Tour, Clinical Programs Director  
Brown County Community Treatment Center - NPC

SUBJECT: COTA Nursing Home & acute hospital – request to fill vacancy

This COTA therapies position is vacant due to the employee retiring effective 10/15/10. The need for the COTA position has been reviewed and the job description is current.

The following lists the importance and needs for filling the vacant position:

### **MEASUREMENT OF JOB PERFORMANCE**

The primary duties of this COTA position include performing, planning and organizing technical occupational therapy in the treatment and habilitation/rehabilitation of clients. The position provides direct treatment, consultation and education services to individuals, families, groups and agencies.

### **Essential Functions**

#### **I. Groups**

- Plans and implements preventive, restorative, supportive, and educational treatment programs.
- Guides the clients in the use of therapeutic, creative, and self-care activities for the purpose of improving those functions
- Co-facilitates groups with other professionals
- Develops and provides group treatment activities through teaching social skills, anger management skills and problem-solving skills and recreational activities.
- Planning and implementing oversight of activity calendars for hospital and NH
- Provides and participates in center-wide activities.

#### **II. Individual**

- Evaluates and assesses client's level of functioning and makes recommendations based on these findings.
- Involves family and others in client treatment.
- Provides direct occupational therapy services for specific clients in hospital and NH.
- Maintains responsibility for safe client care through the use of appropriate planning, implementation, and evaluation procedures.
- Provides activity consultation and leadership to nursing staff.
- Supervises clients during program hours.
- Observes, records, and reports to the treatment team on client's progress.



- Completes and maintains necessary documentation according to applicable requirements, codes and policies.
- Assists in maintaining a current inventory of the Activity/Recreational Therapy Department supplies/equipment for hospital and NH.
- Establishes and maintains therapeutic interpersonal relationships with clients, family members and visitors.
- Attends staff meetings, as well as in-service and outside agency training sessions.
- Maintains the confidential nature of client and business information.

### III. Related tasks

- Cross trained to back up other COTA positions in nursing home.
- Assists with wheel chair seating positions, ROM therapy and other related tasks.

**Does the need for the position still exist? Yes**

**Does the vacancy present an opportunity to streamline processes or reorganize operations for improved service delivery or cost savings?**

We have considered restructuring the department and hiring an activity assistant which would be cheaper, however, we would have to negotiate with the union and the person would not have the skills for assisting with wheel chair positioning, ROM therapy and other related tasks. Also the statute requires a properly credentialed occupational therapist to provide the therapeutic activities which meet the standards of practice for psychiatric facilities.

**Are budgeted funds sufficient to cover the cost of filling the position? Yes**

**Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities? No**

In exploring this issue, we realized we would be open to citations and fines on a state and federal level. As a result of past cites due to insufficient activity programming we expanded the program to meet the requirements.

**Is there a more cost effective way to achieve the required functions and duties? No**

We have looked at scheduling a CNA to perform the duties; however they don't have the credentials or training to supervise a therapeutic group and assess treatment needs of the clients. Also when we have tried this in the past they were often pulled from activities to work on the floor.

**Are the duties related to an essential (mandatory) service? Yes**

This position must meet the HFS requirements 124.6 (g) 1 stipulating the hospital obligation to provide qualified therapists to provide the therapies described below and 124.6 (g) 2 requiring personnel shall be sufficient to permit appropriate representation and participation in interdisciplinary conferences including diagnostic conferences which affect the planning and implementation of activity and rehabilitation programs.

**Has this position been reviewed to determine if it can be combined with or covered by another existing position whether inter or intra departmental? Yes.**

We have looked at having COTAs in NH cover this position; however, by decreasing the staff in the NH we are violating stated and federal statutes for the provision of therapeutic groups and activities in the NH area. This is an area where we have already received citations for insufficient coverage.

**What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?**

In all three time frames we are placed in the position of reducing the services in both the hospital and NH, thus providing inferior therapeutic interventions in both areas. Since the state and federal surveyors are

known for appearing without warning when least expected, we would be open for citations and fines in both areas.

Not at all? If this position is not filled, the duties will be assumed by untrained, nonprofessional individuals leading to citations/fines.

**Has the department met its required budgeted vacancy savings?** No

The facility is held to very high state and federal mandates requiring these positions be filled by properly credentialed individuals.

**Should the position be held vacant to offset projected budget shortfalls?** No

Clients in both the hospital and NH areas would not receive required, adequate therapy.

**What is the fiscal impact?**

This is a budgeted position. This will have no additional fiscal impact over what was budgeted for 2011.

## COTA RESPONSIBILITIES

### Daily:

Activity	Time (Min)	Number	Component
Groups	45-60	3	Assembling clients, preparing material, documenting in chart & OT attendance
OT assessments	30-40	6-10	Interview, documentation 2x, must be completed w/in 24 hrs of admission
Individual	30 +	1-2	Pull together ind. Needs, wheel chair, walker, diversional activities, puzzles, writing/drawing materials.
AM report	45	1	Participates in review of each client, their participation level and special needs
DC notes	15-20	1-10	Document participation level & capabilities, recommendations post DC

### Weekly:

Activity	Time (min)	Number	Component
Team staffing	1 -2 hrs	2	Provide feedback to Dr., SW, RN, and client Re: client participation, capabilities, behavior and recommendations
Summary	10-15	10-30	Weekly update on client's progress, comprehension, participation behavior and DC recommendations
Supply upkeep	1 hr	Dep. On census	Copying, maintaining activity equipment, keeping supplies available for weekend & evening staff.

### Monthly:

Activity	Time (min)	Number	Component
Ordering supplies	1 hr	N/A	Monitoring inventory, ordering necessary supplies, maintaining activity stock in group room cabinet

### As Needed:

Activity	Time (min)	Number	Component
KELS	2 hrs	Varies	Administering 5 part evaluation to determine ability to live independently, writing up the evaluation after administering
Assist team	Varies	Varies	Consults with and advises other team members re activity needs of individual clients, provides materials as needed
NH	Varies	Varies	Must be able to fill in on NH for other COTAs on vacation or sick leave. Must be familiar with NH regulations and procedures for groups and activities including WAC, and MDS

2010 Fiscal Impact  
COTA

<u>2010 Fiscal Impact:</u>	Partial Fiscal Impact	09/01/2010 - 12/31/2010
2010 Salary		\$ 6,128.00
2010 Fringe Benefits		<u>\$ 2,838.49</u>
		<u>\$ 8,966.49</u>

<u>2011 Fiscal Impact:</u>	2011
2011 Salary	37,691.00
2011 Fringe Benefits	<u>\$ 17,458.47</u>
	<u>\$ 55,149.47</u>



## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

October 12, 2010

TO: Tom Hinz, County Executive  
Debbie Klarkowski, Human Resources Manager  
Ellen Sorensen, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator  
Brown County Human Services

SUBJECT: Economic Support Supervisor – request to fill vacancy

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. This position is critical to the operation of the Economic Support Department as s/he:

- is responsible for employee compliance with federal and state mandates for Foodshare, Medicaid, Badgercare Plus and Child Care assistance programs.
- conducts quality assurance case reviews monthly to ensure policy and procedures are being appropriately applied and benefits are accurate.
- provides policy and technical assistance daily to caseworkers to ensure proper benefits are issued to consumers;
- communicates with consumers daily to resolve complaints and answer questions regarding benefits and other services.
- coaches, mentors, and trains staff in state and local policies and procedures.

3. Describe job performance measurement for this position.

This supervisory position oversees employees who determine eligibility for Economic Support programs, including Foodshare, Medicaid, Badgercare Plus and Child Care Assistance. This department is currently serving 16,000 cases comprised of over 37,000 Brown County residents.

This Economic Support Supervisor position plans, coordinates and assigns work to Economic Support staff. Additionally this position approves schedules and time cards as well as ensures appropriate coverage; completes employee evaluations; address personnel matters; interviews and hires new staff; conducts staff meetings; coaches, mentors and trains staff on internal and external policies and procedures.



This position demands comprehensive knowledge of federal, state and local regulations and requirements to ensure employee compliance with program mandates. In addition to the day-to-day management duties, this position provides direct technical and policy assistance to staff. On average, this supervisor handles 30-40 technical and/or policy questions from staff daily. These questions require the supervisor to research and interpret multiple policies, troubleshoot case specifics and direct staff in making final decisions on cases. The supervisor consults with state policy analysts on specific program policies and case questions to ensure accuracy of benefits. Policy clarifications are then shared at management meetings for consistent policy interpretation.

The supervisor reviews work in progress and upon completion for quality assurance purposes. Completion of state mandated quality assurance case reviews are done monthly to ensure proper benefits are issued to consumers. Upon completion of the case review, the supervisor provides written feedback to staff. When trends in case processing or policy errors are identified, the supervisor will train staff at the bimonthly staff meeting.

The Economic Support Supervisors monitor the following State Performance Standards to ensure compliance:

- Conducts 109 quality assurance case reviews per month.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% of all applications will be processed timely (30 days).
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

\*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

With the 2010 budget, an Economic Support management position was eliminated. The four remaining management staff reviewed priorities, explored efficiencies, streamlined processes and absorbed the duties of the eliminated position.

In a recent comparison with Economic Support Departments similar in size, the data shows Brown County's management to staff ratios is the highest. In essence, Brown County Economic Support management supervises more staff than any of the other counties in comparison.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling the position. This is a budgeted position and will have no additional fiscal impact over what was budgeted for 2010. Economic Support receives funding from the Department of Children and Families and Department of Health Services.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

Efficient operation of the Economic Support area is dependant on this position in all timeframes noted above. State required quality assurance reviews would not be completed and fiscal penalties would be assumed. Staff would not have the technical and policy support they need to make appropriate decisions on cases. Accurate issuance of benefits would be jeopardized. Increase in administrative fair hearings would be incurred which would have a workload and financial impact on this department. Consumer questions and complaints will increase impacting not only the remaining staff in the department, but also community partners including medical providers, food pantries, daycare providers, other human services units and the aging and disability resource center.

2010 Fiscal Impact  
ES Supervisor

<u>2010 Fiscal Impact:</u>	Partial Fiscal Impact	09/01/2010 - 12/31/2010
2010 Salary		\$ 8,580.00
2010 Fringe Benefits		<u>\$ 3,109.39</u>
		<u>\$ 11,689.39</u>

<u>2011 Fiscal Impact:</u>		2011
2011 Salary     *based on 2% increase		52,520.00
2011 Fringe Benefits		<u>\$ 19,033.25</u>
		<u>\$ 71,553.25</u>

November 8, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION: VOLUNTARY FURLOUGH OF  
NON-SALARIED BROWN COUNTY EMPLOYEES**

**WHEREAS**, the Brown County Board of Supervisors previously has authorized the use of furlough days for non-salaried employees of Brown County; and

**WHEREAS**, the Brown County Board of Supervisors desires to continue a voluntary furlough program for non-salaried employees of Brown County.

**NOW, THEREFORE, BE IT RESOLVED**, that the Brown County Board of Supervisors does hereby adopt and extend a voluntary furlough program for non-salaried employees of Brown County.

**BE IT FURTHER RESOLVED**, that the Department of Human Resources shall develop and administer such program.

Fiscal Impact: Undetermined at this time.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved by:

\_\_\_\_\_  
COUNTY EXECUTIVE

Dated Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel.

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION REGARDING**  
**ADMINISTRATIVE COMPENSATION PLAN**

WHEREAS, Sections 4.41 through 4.48 of the Brown County Code provide for a classification and compensation plan for administrative employees with a market study completed every two years; and

WHEREAS, the current classification and compensation plan was implemented in 2001. In 2002, the step increases in the plan were frozen. Since that time, the County Board establishes a cost of living increase to the plan during the annual budget process. Every two years, Human Resources completes a comparison of the administrative positions with market and/or other comparable county positions ensuring internal and external equity; and

WHEREAS, since the implementation of the plan, there have been differences in annual adjustments between represented positions and non-represented positions creating some compression issues between supervisors and subordinates; and

WHEREAS, Human Resources has reviewed the plan and positions for internal and external equity and have identified the most pressing areas of concern; and

WHEREAS, as an initial step in correcting the pay discrepancies, Human Resources recommends the following adjustments:

Curator of Animals (NEW Zoo)  
Grade 14, Step 1 to Grade 14, Step 3

Office Manager I (Planning & Land Services)  
Grade 12, Step 2 to Administrative Coordinator Grade 13, Step 2

Chief Deputy (Sheriff)  
Grade 26, Step 5 to Grade 28, Step 3

Clinical Supervisor (CTC)  
Grade 21, Step 1 to Grade 21, Step 5

Social Worker Supervisor (Human Services) 3 positions  
 Grade 21, Step 1 to Grade 21, Step 3  
 Grade 21, Step 1 to Grade 21, Step 4  
 Grade 21, Step 2 to Grade 21, Step 4

Real Property Lister (Planning and Land Services)  
 Grade 20, Step 1 to Grade 21, Step 3

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that the positions listed above that are experiencing compression issues be adjusted to the recommended levels effective January 1, 2011.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

**2011 Annualized Fiscal Impact:**

	<b><u>Salary</u></b>	<b><u>Salary Impact/ Fringe Impact</u></b>	<b><u>Total Fiscal Impact</u></b>
<b>Curator of Animals</b>			
Grade 14, Step 1	\$(40,953.00)		
Grade 14, Step 3	<u>\$ 43,446.00</u>		
2011 Salary Fiscal Impact		\$2,493.00	
2011 Fringe Benefit Fiscal Impact		<u>\$1,411.54</u>	
Total Estimated Fiscal Impact			\$3,904.54
<b>Office Manager I (Planning and Land Services)</b>			
Grade 12, Step 2 to	\$(37,046.00)		
Administrative Coordinator			
Grade 13, Step 2	<u>\$ 39,248.00</u>		
2011 Salary Fiscal Impact		\$2,202.00	
2011 Fringe Benefit Fiscal Impact		<u>\$1,246.77</u>	
Total Estimated Fiscal Impact			\$3,448.77
<b>Chief Deputy - Sheriff</b>			
Grade 26, Step 5	\$(84,139.00)		
Grade 28, Step 3	<u>\$ 85,303.00</u>		
2011 Salary Fiscal Impact		\$1,164.00	
2011 Fringe Benefit Fiscal Impact		<u>\$ 659.06</u>	
Total Estimated Fiscal Impact			\$1,823.06

**Clinical Supervisor (CTC)**

Grade 21, Step 1	\$(60,896.00)
Grade 21, Step 5	<u>\$ 68,419.00</u>

2011 Salary Fiscal Impact	\$7,523.00
2011 Fringe Benefit Fiscal Impact	<u>\$4,259.52</u>

Total Estimated Fiscal Impact	\$11,782.52
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**Social Worker Supervisor (Human Services)**

Grade 21, Step 1 (2 positions)	\$(121,792.00)
Grade 21, Step 3	\$ 64,562.00
Grade 21, Step 4	\$ 66,462.00
Grade 21, Step 2 (1 position)	\$( 62,716.00)
Grade 21, Step 4	<u>\$ 66,462.00</u>

2011 Salary Fiscal Impact	\$12,978.00
2011 Fringe Benefit Fiscal Impact	<u>\$ 7,348.14</u>

Total Estimated Fiscal Impact	\$20,326.14
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**Real Property Lister (Planning and Land Services)**

Grade 20, Step 1	\$(58,047.00)
Grade 21, Step 3	<u>\$ 64,562.00</u>

2011 Salary Fiscal Impact	\$6,515.00
2011 Fringe Benefit Fiscal Impact	<u>\$3,688.79</u>

Total Estimated Fiscal Impact	<u>\$10,203.79</u>
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<b>Total Estimated Fiscal Impact including Salary and Fringe for 2011</b>	<b><u>\$51,488.82</u></b>
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Respectfully submitted,

ADMINISTRATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel



HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

October 20, 2010

To: Administrative Committee

Fr: Debbie Klarkowski  
Human Resources

RE: Administrative Compensation Plan

Sections 4.41 through 4.48: Brown County Code provides for a classification and compensation plan for administrative employees. Also pursuant to those provisions, a market study was to be completed every two years.

The current plan was implemented in 2001 and in 2002 the step increases in the plan were frozen. Since this time, the County Board establishes the cost of living increase to the plan during the annual budget process. Every two years, Human Resources completes a comparison of the administrative positions with market. This comparison is made to industry and/or other comparable county positions ensuring internal and external equity. These studies indicate that the plan has kept pace with the CPI.

There are 214 salaried and hourly employees compensation administered through the current Classification and Compensation Plan. In addition to the comparisons done bi-annually, when position descriptions are revised, generally through vacancies, Human Resources re-point factors the revised job description and reviews for internal and external equity. Since the implementation of the plan numerous positions were reviewed and brought forth to committee for reconsideration.

Administration Committee submitted a communication for Human Resources to "Examine Compensation on an Employee" and "When an Employee is Eligible for a Pay Increase".

Human Resources reviewed the plan and have identified the most pressing concerns and are recommending the following changes. The positions were reviewed for internal and external equity. Since the implementation of the plan, there have been differences in annual adjustments between represented positions and non-represented positions, creating some compression issues between supervisors and subordinates. As the initial step in correcting the pay discrepancies, Human Resources is recommending the following adjustments:

**2011 Annualized Fiscal Impact:**

Curator of Animals

Grade 14, Step 1 \$(40,953.00)  
Grade 14, Step 3 \$ 43,446.00

2011 Salary Fiscal Impact \$2,493.00  
2011 Fringe Benefit Fiscal Impact \$1,411.54

Total Estimated Fiscal Impact \$3,904.54

Office Manager I (Planning & Land Services)

Grade 12, Step 2 \$(37,046.00)  
Administrative Coordinator  
Grade 13, Step 2 \$ 39,248.00

2011 Salary Fiscal Impact \$2,202.00  
2011 Fringe Benefit Fiscal Impact \$1,246.77

Total Estimated Fiscal Impact \$3,448.77

Chief Deputy - Sheriff

Grade 26, Step 5 \$(84,139.00)  
Grade 28, Step 3 \$ 85,303.00

2011 Salary Fiscal Impact \$1,164.00  
2011 Fringe Benefit Fiscal Impact \$ 659.06

Total Estimated Fiscal Impact \$1,823.06

Clinical Supervisor (CTC)

Grade 21, Step 1 \$(60,896.00)  
Grade 21, Step 5 \$ 68,419.00

2011 Salary Fiscal Impact \$7,523.00  
2011 Fringe Benefit Fiscal Impact \$4,259.52

Total Estimated Fiscal Impact \$11,782.52

Social Worker Supervisor (3 positions)

Grade 21, Step 1 (2 positions)	\$(121,792.00)
Grade 21, Step 3	\$ 64,562.00
Grade 21, Step 4	\$ 66,462.00
Grade 21, Step 2 (1 position)	\$( 62,716.00)
Grade 21, Step 4	<u>\$ 66,462.00</u>

2011 Salary Fiscal Impact	\$12,978.00
2011 Fringe Benefit Fiscal Impact	<u>\$ 7,348.14</u>

Total Estimated Fiscal Impact \$20,326.14

Real Property Lister (Planning & Land Services)

Grade 20, Step 1	\$(58,047.00)
Grade 21, Step 3	<u>\$ 64,562.00</u>

2011 Salary Fiscal Impact	\$6,515.00
2011 Fringe Benefit Fiscal Impact	<u>\$3,688.79</u>

Total Estimated Fiscal Impact \$10,203.79

**Total Estimated Fiscal Impact including Salary and Fringe for 2011 \$51,488.82**

November 8, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**ORDINANCE REGARDING: TO AMEND SECTION 4.52**  
**OF THE BROWN COUNTY CODE ENTITLED "OVERTIME AND**  
**COMPENSATORY TIME"**

**WHEREAS**, the Brown County Code contains a policy at Section 4.52 regarding overtime and compensatory time for administrative employees not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA); and

**WHEREAS**, the Brown County Code does not contain a policy relating to administrative employees, including department heads, supervisors, managers, professionals and other exempt employees under the Fair Labor Standards Act (FLSA); and

**WHEREAS**, the Brown County Board of Supervisors desires to adopt a policy for administrative employees who are exempt under the Fair Labor Standards Act (FLSA) which complies with the requirements of this Act.

**NOW, THEREFORE, BE IT RESOLVED**, by the Brown County Board of Supervisors, that it hereby deletes the following language contained in Section 4.52 of the County Code of Ordinances:

**4.52 OVERTIME AND COMPENSATORY TIME.** Administrative employees not exempt from the overtime provision of the Fair Standards Labor Act (FLSA):

(1) Shall be compensated or receive compensatory time at a rate of one and one-half times normal pay or time for hours worked in excess of 40 hours in any work week. All paid overtime must be authorized by the Department Head or designee and subject to budgetary limitations. No time worked less than 15 minutes in any one day shall be considered.

(2) All overtime must be approved in advance by the Department Head or supervisor and reviewed periodically by the Personnel Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience for the employee.

(3) The accumulation of compensatory time shall not exceed 80 hours during each year, beginning with the anniversary date of employment. Compensatory time shall not be accumulative from year to year.

(4) Compensatory time shall be taken at a time which is mutually agreeable between the employee and the Department Head or supervisor. Compensatory time shall not be taken for more than one week at a time.

(5) No employee may start work before the appointed time, or work through lunch, nor work past the appointed time without prior written authorization on an appropriate form. No one is allowed to be at their work station more than 15 minutes before their appointed starting time or during lunch, or 15 minutes past the appointed quitting time.

(6) Any exceptions to this overtime policy must be sufficiently justified and approved by the Personnel Director.

**BE IT FURTHER RESOLVED**, by the Brown County Board of Supervisors, that the following language shall be substituted in Section 4.52 of the County Code of Ordinances for the language hereinbefore deleted which shall read:

**4.52 OVERTIME AND COMPENSATORY TIME.**

(A) Administrative employees not exempt from the overtime provision of the Fair Labor Standards Act (FLSA):

(1) Shall be compensated or receive compensatory time at a rate of one and one-half times normal pay or time for hours worked in excess of 40 hours in any work week. All paid overtime must be authorized by the Department Head or designee and subject to budgetary limitations. No time worked less than 15 minutes in any one day shall be considered.

(2) All overtime must be approved in advance by the Department Head or supervisor and reviewed periodically by the Personnel Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience for the employee.

(3) The accumulation of compensatory time shall not exceed 80 hours during each year, beginning with the anniversary date of employment. Compensatory time shall not be accumulative from year to year.

(4) Compensatory time shall be taken at a time which is mutually agreeable between the employee and the Department Head or supervisor. Compensatory time shall not be taken for more than one week at a time.

(5) No employee may start work before the appointed time, or work through lunch, nor work past the appointed time without prior written authorization on an appropriate form. No one is allowed to be at their work station more than 15 minutes before their appointed starting time or during lunch, or 15 minutes past the appointed quitting time.

(6) Any exceptions to this overtime policy must be sufficiently justified and approved by the Personnel Director.

(B) Administrative employees, including Department Heads, supervisors, managers, professionals and other exempt employees under the Fair Labor Standards Act (FLSA):

(1) Are expected to work a normal full-time work week and to be available for special and regular meetings and events outside of normal hours. In return for these services, Department Heads, supervisors, managers and professional employees may take time off when the workload of their office permits. Exempt employees are expected to work without regard to overtime. Exempt employees are not eligible for payment of overtime or comp time. Department Heads, supervisors, managers, professionals and other exempt employees may be subject to structured work schedules as set by their superiors and are required to receive prior approval to be absent from or leave the work area during work hours.

(2) Department Heads, supervisors, managers, professionals and other exempt employees are paid on a "salary basis." Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The salary paid by Brown County to salaried employees is specifically intended to compensate for their service to the County. Subject to limited exceptions, an exempt employee receives their full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. However, such salary includes requiring the employee to charge his/her absences to paid leave accruals.

(3) Exempt employees who are absent from the workplace for less than one day normally shall deduct the length of the absence from the appropriate paid leave account (i.e., sick or vacation leave). It is recognized, however, that in certain circumstances, the fulfillment of an employee's responsibilities requires longer or more irregular hours than in other situations. In such instances, the employee's superior may allow an employee the flexibility to attend to personal business away from work during

normal work hours without requiring the use of accrued leave. Exercising this flexibility shall not amount to compensating the employee on an hour off for an hour worked basis. Such time away from the workplace that is not being deducted from leave accruals shall not be reported on the employee's time and attendance records.

(4) Exempt employees who are absent from the work place for part of a week and do not have enough accrued leave to cover the absence, shall not have their salaries reduced for that portion of the absence that is not covered by paid leave. Exempt employees may be disciplined for abusive leave time (absences or tardiness). Therefore, Departments may, and are encouraged to, keep informal accounts of employees' use of leave that is not recorded on time and attendance forms should documentation be necessary due to misuse, or disciplinary issues.

(5) The County may make deductions from exempt employees' salaries to the extent that it is permitted by applicable law, including but not limited to:

(a) Deductions for unpaid family and medical leave;

(b) Deductions for any work week in which no work is performed, and no deductions for a leave bank occurred;

(c) Deductions for any absence from work for one or more full days due to personal reasons, other than sickness or disability, and the employee has no accumulated leave for which they would otherwise be eligible;

(d) Deductions for any absence from work for one or more full days due to sickness or disability (including work related accidents), and the employee has no accumulated leave for which they would otherwise be eligible;

(e) Deductions for suspensions due to violations of work rules of major significance; and

(f) Deductions from an employee's leave bank, even if the deduction results in a negative leave balance. While the County may not dock an exempt employee's salary for a partial day absence, employees with negative leave balances may be subject to disciplinary action.

(6) An exempt employee who believes that an improper deduction has been made from their salary shall immediately report the improper deduction to the Human Resource Department. Reports of improper deductions will be promptly investigated and the Human Resource Department shall make a determination whether the deduction was improper. Exempt employees who have suffered an improper deduction shall promptly be reimbursed for any improper deduction made.

Fiscal Impact: No fiscal impact.

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Administration)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Department of Administration during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Department of Administration recommends the deletion of (.50) FTE Clerk/Typist II position; and

WHEREAS, Human Resources in conjunction with the Department of Administration recommends the deletion of (1.00) FTE Accountant – Finance and the addition of 1.00 FTE Senior Accountant to better fit the needs of the department for an experienced accountant that analyzes, revises, compiles and computerizes complex county department budgets and performs analysis reporting; and

WHEREAS, a review of the current Budget and Project Analyst job description reflects additional duties assigned to this position requiring a higher level of data utilization, conducting complex analysis and program management of the annual budget process and provides counsel to departments on their department budget; and

WHEREAS, the Budget and Project Analyst position requires a Bachelors degree in Business, Finance or Accounting field plus 3-5 years of experience performing similar duties; and

WHEREAS, as a result of the review, Human Resources in conjunction with the Department of Administration recommends the reclassification of the Budget and Project Analyst position to Grade 18.



Clerk/Typist II	(0.50)	DELETION
Accountant - Finance	(1.00)	DELETION
Senior Accountant	1.00	ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk/Typist II	(0.50)	Deletion	\$(15,815)	\$( 3,058)	\$(18,873)
Accountant - Finance	(1.00)	Deletion	\$(54,080)	\$(20,593)	\$(74,673)
Senior Accountant	1.00	Addition	\$ 60,896	\$ 22,927	\$ 83,823
Total Additions/Deletions Impact			\$( 8,999)	\$( 724)	\$( 9,723)
Reclassification:					
Budget and Project Analyst, Grade 16, Step 2			\$(48,053)	\$(18,298)	\$(66,351)
Budget and Project Analyst, Grade 18, Step 1			\$ 52,348	\$ 19,709	\$ 72,057
Total Reclassification Impact			\$ 4,295	\$ 1,411	\$ 5,706
<b>Total Fiscal Impact (Administration)</b>			<b><u>\$( 4,704)</u></b>	<b><u>\$ 687</u></b>	<b><u>\$( 4,017)</u></b>

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Facility and Park Management)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Facility and Park Management Department during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Facility and Park Management Department recommends the deletion of (.25) FTE Electrician, (.50) FTE Facility Mechanic, (1.0) FTE Laundry Supervisor, (1.0) FTE Laundry Coordinator, (1.0) Housekeeper II, (1.0) FTE Housekeeper I, and (.38) FTE Mail Clerk positions; and

WHEREAS, the Facility and Park Management Department recommends the deletion of (1.0) FTE Facility Manager and the addition of 1.0 FTE Housekeeper Lead to oversee the housekeeping staff in lieu of the deleted Facility Manager; and

WHEREAS, the Facility and Park Management Department recommends the addition .76 FTE Co-op Student/Student Intern positions.

Electrician	(0.25)	DELETION
Facility Mechanic	(0.50)	DELETION
Laundry Supervisor	(1.00)	DELETION
Laundry Coordinator	(1.00)	DELETION
Housekeeper II	(1.00)	DELETION
Housekeeper I	(1.00)	DELETION
Mail Clerk	(0.28)	DELETION
Facility Manager	(1.00)	DELETION
Housekeeper Lead	1.00	ADDITION
Co-op Student/Student Intern	0.76	ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Electrician	(0.25)	Deletion	\$( 15,872)	\$( 8,319)	\$( 24,191)
Facility Mechanic	(0.50)	Deletion	\$( 22,400)	\$( 11,454)	\$( 33,854)
Laundry Supervisor	(1.00)	Deletion	\$( 40,953)	\$( 21,156)	\$( 62,109)
Laundry Coordinator	(1.00)	Deletion	\$( 35,968)	\$( 18,581)	\$( 54,549)
Housekeeper II	(1.00)	Deletion	\$( 30,691)	\$( 15,697)	\$( 46,388)
Housekeeper I	(1.00)	Deletion	\$( 26,667)	\$( 13,638)	\$( 40,305)
Mail Clerk	(0.38)	Deletion	\$( 11,024)	\$( 5,696)	\$( 16,720)
Facility Manager	(1.00)	Deletion	\$( 55,198)	\$( 29,541)	\$( 84,739)
Housekeeper Lead	1.00	Addition	\$ 36,341	\$ 18,601	\$ 54,942
Co-op Student/Student Intern	0.76	Addition	\$ 14,015	\$ --	\$ 14,015

**Total Fiscal Impact  
(Facility and Park Management)**

**\$(188,417)    \$(105,481)    \$(293,898)**

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Human Resources)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Human Resources Department during the 2011 budget process; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Human Resources Department recommends the addition of .5 FTE Payroll Specialist due to the Community Treatment Center payroll transferring to Human Resources in 2011; and

WHEREAS, current Human Resources staff is dedicated to the implementation of the timekeeping and HR/Payroll system conversion. Human Resources recommends the addition of .25 FTE Extra Help position to assist with the work load during the implementation of the new system; and

Payroll Specialist	0.50	ADDITION
Extra Help	0.25	ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Payroll Specialist	0.50	Addition	\$20,849	\$8,012	\$28,861
Extra Help	0.25	Addition	\$ 7,467	\$ 556	\$ 8,023
<b>Total Fiscal Impact (Human Resources)</b>			<b><u>\$28,316</u></b>	<b><u>\$8,568</u></b>	<b><u>\$36,884</u></b>

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Facility and Park Management)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Facility and Park Management Department during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Facility and Park Management Department recommends the deletion of (1.0) FTE Park Ranger, (.81) FTE Seasonal Worker and (.23) FTE Summer Help positions.

Park Ranger	(1.00)	DELETION
Seasonal Worker	(0.81)	DELETION
Summer Help	(0.23)	DELETION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Park Ranger	(1.00)	Deletion	\$(42,104)	\$(22,759)	\$(64,863)
Seasonal Worker	(0.81)	Deletion	\$(16,433)	\$( 3,715)	\$(20,148)
Summer Help	(0.23)	Deletion	\$( 4,304)	\$( 321)	\$( 4,625)
<b>Total Fiscal Impact (Facility and Park Management)</b>			<b><u>\$(62,841)</u></b>	<b><u>\$(26,795)</u></b>	<b><u>\$(89,636)</u></b>

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Museum)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Museum during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Museum recommends the deletion of (1.0) FTE Curator - Exhibits and the addition of 1.0 FTE Technician which will have the skill level required to build exhibits needed at the Museum; and

Curator – Exhibits	(1.0)	DELETION
Technician	1.0	ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Curator - Exhibits	(1.0)	Deletion	\$(50,730)	\$(25,458)	\$(76,188)
Technician	1.0	Addition	\$ 35,087	\$ 17,607	\$ 52,694
<b>Total Fiscal Impact (Museum)</b>			<b><u>\$(15,643)</u></b>	<b><u>\$( 7,851)</u></b>	<b><u>\$(23,494)</u></b>

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(NEW Zoo)**

WHEREAS, a New Position or Position Deletion Request was submitted by the NEW Zoo during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the NEW Zoo recommends the addition of 1.00 FTE Zoo Maintenance Supervisor, 1.50 FTE Zoo Maintenance Assistant (LTE); and .68 FTE Seasonal Worker Maintenance to perform work previously done by the Brown County Facilities staff; and

Zoo Maintenance Supervisor	1.00	ADDITION
Zoo Maintenance Assistant (LTE)	1.50	ADDITION
Seasonal Worker Maintenance	0.68	ADDITION

WHEREAS, after a review of the current Zoo Director position description and internal and external comparables, it is recommended that the Zoo Director position be reclassified from Grade 23 to Grade 24.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Zoo Maintenance Supervisor	1.00	Addition	\$ 40,953	\$ 15,431	\$ 56,384
Zoo Maintenance Asst (LTE)	1.50	Addition	\$ 30,420	\$ 5,794	\$ 36,214
Seasonal Worker Maintenance	0.68	Addition	\$ 10,850	\$ 2,169	\$ 13,019
Total Additions/Deletions Impact			\$ 82,223	\$ 23,394	\$105,617
Reclassification:					
Zoo Director, Grade 23			\$(66,510)	\$(25,898)	\$( 92,408)
Zoo Director, Grade 24			\$ 69,304	\$ 26,114	\$ 95,418
Total Reclassification Impact			\$ 2,794	\$ 216	\$ 3,010
<b>Total Fiscal Impact (NEW Zoo)</b>			<b><u>\$ 85,017</u></b>	<b><u>\$ 23,610</u></b>	<b><u>\$108,627</u></b>

Respectfully submitted,

EDUCATION & RECREATION  
COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel



TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Board of Supervisors)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Board of Supervisors during the 2011 budget process; and

WHEREAS, the Human Resources Department reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Board of Supervisors recommends the deletion of (750) hours for Committee Secretaries to correct the salary summary and place this amount in the appropriate budget line; and

Committee Secretaries	(750 hours)	DELETION
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NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Committee Secretaries	(750 hrs)	Deletion	<u>\$(12,596)</u>	<u>\$(6,787)</u>	<u>\$(19,383)</u>
<b>Total Fiscal Impact (Board of Supervisors)</b>			<b><u>\$(12,596)</u></b>	<b><u>\$(6,787)</u></b>	<b><u>\$(19,383)</u></b>

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Aging & Disability Resource Center)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Aging & Disability Resource Center (ADRC) during the 2011 budget process; and

WHEREAS, the ADRC has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the ADRC recommends the addition of 1.00 FTE Benefits Specialist and 1.00 FTE I & A Specialist positions due to the implementation of Family Care and the mandated length of training time before staff can assist customers; and

Benefits Specialist	1.00	ADDITION
I & A Specialist	1.00	ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Benefits Specialist	1.00	Addition	\$45,498	\$27,853	\$ 73,351
I & A Specialist	1.00	Addition	\$48,901	\$27,853	\$ 76,754
<b>Total Fiscal Impact (ADRC)</b>			<b><u>\$94,399</u></b>	<b><u>\$55,706</u></b>	<b><u>\$150,105</u></b>

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Health Department)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Health Department during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Health Department recommends the deletion of (.80) FTE Public Health Nurse, (1.00) FTE Epidemiologist and (.40) FTE Public Health Educator positions.

Public Health Nurse	(0.80)	DELETION
Epidemiologist	(1.00)	DELETION
Public Health Educator	(0.40)	DELETION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Public Health Nurse	(0.80)	Deletion	\$( 46,472)	\$(19,738)	\$( 66,210)
Epidemiologist	(1.00)	Deletion	\$( 62,716)	\$(27,878)	\$( 90,594)
Public Health Educator	(0.40)	Deletion	\$( 18,661)	\$( 6,998)	\$( 25,659)
<b>Total Fiscal Impact (Health Department)</b>			<b><u>\$(127,849)</u></b>	<b><u>\$(54,614)</u></b>	<b><u>\$(182,463)</u></b>

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Human Services)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Human Services Department during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Human Services Department recommends the deletion of (1.00) FTE Social Worker Supervisor and (1.00) FTE Clerk II positions; and

WHEREAS, the Human Services Department recommends the addition of 1.00 FTE Economic Support Specialist II position due to increased case load and to ensure timeline requirements by the State are met in providing services to the consumers; and

WHEREAS, the Human Services Department recommends the addition 1.00 FTE Social Worker/ Case Manager position due to increased case load and to address the Long Term Care waiting list of enrolling individuals onto the waiver.

Social Worker Supervisor	(1.00)	DELETION
Clerk II	(1.00)	DELETION
Economic Support Specialist II	1.00	ADDITION
Social Worker/Case Manager	1.00	ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

# Fiscal Impact Salary and Fringe Benefits

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Social Worker Supervisor	(1.00)	Deletion	\$(60,896)	\$(30,524)	\$(91,420)
Clerk II	(1.00)	Deletion	\$(32,342)	\$(15,487)	\$(47,829)
Economic Support Specialist	1.00	Addition	\$ 38,615	\$ 18,489	\$ 57,104
Social Worker/Case Manager	1.00	Addition	\$ 58,583	\$ 29,365	\$ 87,948
<b>Total Fiscal Impact (Human Services)</b>			<b>\$ 3,960</b>	<b>\$ 1,843</b>	<b>\$ 5,803</b>

Respectfully submitted,

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAELS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Veterans' Services)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Veterans' Services Department during the 2011 budget process; and

WHEREAS, the Human Resources Department reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Veterans' Services Department recommends the deletion of (.20) FTE Clerk/Typist I position; and

Clerk/Typist I

(.20)

DELETION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Clerk/Typist I	(0.20)	Deletion	<u>\$(6,084)</u>	<u>\$(3,767)</u>	<u>\$(9,851)</u>
<b>Total Fiscal Impact (Veterans' Services)</b>			<u><u>\$(6,084)</u></u>	<u><u>\$(3,767)</u></u>	<u><u>\$(9,851)</u></u>

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Land and Water Conservation Department)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Land and Water Conservation Department during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Land and Water Conservation Department recommends the addition of 2.00 FTE Technician (LTE) and .73 FTE Technician/Project Manager (LTE) positions which are fully funded by two grants received from the EPA Great Lakes Restoration Initiative for the Baird Creek Buffer Strip project and the West Shore Pike Habitat Restoration project.

Technician (LTE)	2.00	ADDITION
Technician/Project Manager (LTE)	0.73	ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Technician (LTE)	2.00	Addition	\$93,304	\$40,658	\$133,962
Technician/Project Mgr (LTE)	0.73	Addition	\$37,305	\$ 7,107	\$ 44,412
<b>Total Fiscal Impact (Land and Water Conservation)</b>			<b><u>\$130,609</u></b>	<b><u>\$47,765</u></b>	<b><u>\$178,374</u></b>

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Highway Department)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Highway Department during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Highway Department recommends correcting the salary summary by separating the budgeted funds for 4.00 FTE Summer Help positions into a separate line to accurately reflect these positions in their table of organization.

Summer Help

4.00

ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Summer Help	4.00	Addition	\$70,125	\$5,224	\$75,349
<b>Total Fiscal Impact (Highway)</b>			<b><u>\$70,125</u></b>	<b><u>\$5,224</u></b>	<b><u>\$75,349</u></b>



TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(Port and Solid Waste Department)**

WHEREAS, a New Position or Position Deletion Request was submitted by the Port and Solid Waste Department during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Port and Solid Waste Department recommends the deletion of (.42) FTE Clerk/Typist II and (.50) FTE Co-op Student/Student Intern positions.

Clerk/Typist II	(.42)	DELETION
Co-op Student/Student Intern	(.50)	DELETION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Clerk/Typist II	(.42)	Deletion	\$(13,381)	\$(6,710)	\$(20,091)
Co-op Student/Student Intern	(.50)	Deletion	\$( 8,580)	\$( 639)	\$( 9,219)
<b>Total Fiscal Impact (Port and Solid Waste)</b>			<b><u>\$(21,961)</u></b>	<b><u>\$(7,349)</u></b>	<b><u>\$(29,310)</u></b>

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2011 BUDGET PROCESS**  
**(UW Extension)**

WHEREAS, a New Position or Position Deletion Request was submitted by UW Extension during the 2011 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, UW Extension recommends the deletion of (.37) FTE Community Garden Coordinator, (.01) FTE Grounds Supervisor, (.30) FTE Marketing Coordinator, (.01) FTE Garden Assistant, (.20) FTE 4-H Program Assistant, (.01) FTE Horticulture Aide, (.02) FTE Horticulture Research Assistant, and (.01) FTE Horticulture Grounds Assistant; and

WHEREAS, UW Extension recommends the addition of .20 FTE Clerk/Typist I position. The cost of this position will be covered by an increase in the departments other financing sources.

Community Garden Coordinator	(.37)	DELETION
Grounds Supervisor	(.01)	DELETION
Marketing Coordinator	(.30)	DELETION
Garden Assistant	(.01)	DELETION
4-H Program Assistant	(.20)	DELETION
Horticulture Aide	(.01)	DELETION
Horticulture Research Assistant	(.02)	DELETION
Horticulture Grounds Assistant	(.01)	DELETION
Clerk/Typist I	.20	ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2011 budget process be effective January 1, 2011.

**Fiscal Impact Salary and Fringe Benefits**

<b><u>Position Title</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Community Garden Coordinator	(.37)	Deletion	\$(22,561)	\$(4,298)	\$(26,859)
Grounds Supervisor	(.01)	Deletion	\$ --	\$( 336)	\$( 336)
Marketing Coordinator	(.30)	Deletion	\$( 9,360)	\$( 697)	\$(10,057)
Garden Assistant	(.01)	Deletion	\$( 274)	\$( 21)	\$( 295)
4-H Program Assistant	(.20)	Deletion	\$( 4,680)	\$( 349)	\$( 5,029)
Horticulture Aide	(.01)	Deletion	\$( 167)	\$( 13)	\$( 180)
Horticulture Research Assistant	(.02)	Deletion	\$( 347)	\$( 26)	\$( 373)
Horticulture Grounds Assistant	(.01)	Deletion	\$( 158)	\$( 11)	\$( 169)
Clerk/Typist I	(.20)	Addition	\$ 6,074	\$ 3,557	\$ 9,631
<b>Total Fiscal Impact (UW Extension)</b>			<b><u>\$(31,473)</u></b>	<b><u>\$(2,194)</u></b>	<b><u>\$(33,667)</u></b>

Respectfully submitted,

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel